

# M S P



## MANAGERIAL SELECTION PROCESS

The Department strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of political affiliation, race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, sex, gender, gender identity, gender expression, age or sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and this special trust placed in public servants. TDD users contact the California Relay Services TDD line at 1-800-735-2929, voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857/CALNET 498-7857.

**THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.**

### EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS.

CLASSIFICATION: **SUPERVISING TRANSPORTATION PLANNER**

POSITION TITLE: **OFFICE CHIEF, FEDERAL TRANSIT GRANTS**

SALARY: **\$6779 - \$7474**

LOCATION: **HEADQUARTERS – SACRAMENTO**

FINAL FILING DATE: **JANUARY 5, 2012**

### DUTIES/RESPONSIBILITIES

Under the general direction of the Division Chief for the Division of Mass Transportation, the incumbent leads, organizes, and manages the work of the Office of Federal Transit Grants, which includes the Specialized Federal Transit, Job Access Reverse Commute and New Freedom, and the Rural Federal Transit Assistance Branch. This position oversees Federal grants administration and transit security. The position is critical to the implementation of fiduciary responsibilities for federally administered grants. This position accomplishes these responsibilities through the collaboration and coordination of key stakeholders, including Federal Transit Administration (FTA), the California Transportation Commission (CTC), Caltrans headquarters and district programs, regional and local transportation agencies and numerous state departments concerned with transportation services.

The incumbent develops and implements policies and strategies in response to federal transit grant legislation and regulations. This position is responsible for implementing Caltrans' performance measure requirements for Mass Transportation (e.g. system performance measures, monitoring, reporting related to the Division of Mass Transportation's federal grant programs in headquarters and districts). In this capacity, the incumbent negotiates and oversees complex resource issues that affect more than one program.

Responsibilities include, but are not limited to:

- Organizes and manages the work of the Office including oversight and direction of the Specialized Federal Transit, Job Access Reverse Commute and New Freedom, Transit Safety and Security, and the Federal Transit Assistance Branch. Develops and implements strategies in response to federal transit grant legislation and regulations, implements Program requirements for the Division of Mass Transportation's federal grant programs in headquarters and districts. Negotiates and oversees grant administration resources contained within all FTA grant programs. Assist the Division Chief in developing policies, strategies, and acts for the Division Chief in his/her absence.
- Provides direction and innovation to develop and implement policies, priorities formulas and procedures. Administers program and technical information and guidance related to transit grants to the Caltrans headquarters and districts, Regional Transportation Planning Agencies (RTPA's), Non-urbanized and Small Urbanized Public Transportation agencies, Local transit agencies, the CTC, FTA, state agencies and other external agencies. Ensure statewide consistency in overall quality, activities, and products. Represent the Division of Mass Transportation at the Regional Transportation Planning Agencies, Rural Counties Task Force meetings, and some CTC meetings.
- Provides quick response to Agency Secretary and Department top managers on special assignments and information requests. Monitors and evaluates federal transportation related legislation, regulations, guidance, and procedures. Initiates Caltrans response and strategies to anticipate and resolve issues and concerns.
- Leads and participates in special task forces/studies to assure that federal transit grants requirements are satisfied. Identifies and examines opportunities to optimize transit funding opportunities, and identifies conflicts and issues for early resolution.
- Manages office issues related to organization, scheduling, training, staff development, performance evaluation, safety, and specific personnel issues.

### **MINIMUM QUALIFICATIONS**

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

#### **Either I**

One year of experience in the California state service performing transportation planning or transportation management duties in a class comparable in level of responsibility to Senior Transportation Planner.

#### **Or II**

**Experience:** Five years of responsible experience conducting difficult and complex transportation planning or research projects. One year must have been comparable in level of responsibility to work performed by a Senior Transportation Planner in the California State service. **And**

**Education:** Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience equal to one year of education.)

## **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Department's budgeting process; Department's Equal Employment Opportunity Program objectives; principles and techniques of selecting outside consultants; principles and techniques of effective supervision and personnel management; a supervisor's role in safety, health, labor relations and the Department's Equal Employment Opportunity Program and the processes available to meet these program objectives; purposes, organization and policies of Federal, State, regional and local transportation agencies; program goals and objectives of the Department of Transportation.

**Ability to:** Work independently on complex planning projects; organize and direct the work of a staff engaged in a variety of planning activities; evaluate and monitor the work of consultants. Communicate effectively with other agencies, the public and the media; effectively contribute to the Department's safety, health, labor relations, and Equal Employment Opportunity Program objectives. Provide direction of the analysis of transportation and environmental planning studies.

## **POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA**

Only the most qualified candidates will be interviewed. In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated knowledge of organization and policy issues facing Caltrans, and the current responses to the issues.
- Demonstrated broad spectrum of interpersonal communication skills (written and oral) necessary to address a variety of internal and external issues.
- Demonstrated knowledge and experience with Caltrans personnel management practices and procedures.
- Demonstrated knowledge of budget processes, workload development and resource management.
- Demonstrated ability to develop and implement innovative and effective solutions for transportation problems.
- Demonstrated knowledge and experience with Caltrans' project management and programming processes.
- Demonstrated ability to effectively develop and lead multi-disciplinary teams.
- Demonstrated ability to initiate, develop and maintain positive relationships with other agencies and interest groups.
- Demonstrated knowledge and ability to analyze and implement legislation and regulations.

## **EXAMINATION INFORMATION**

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

## **FILING INSTRUCTIONS**

All interested applicants must submit:

- An original, signed State application (STD 678) which includes civil service titles and dates of experience. **The application should specify the classification; position title and the MSP number 11MSP42.**
- Faxed and/or e-mailed applications will **NOT** be accepted.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The Statement should be no more than two pages in length and should address each of the Position Specific Qualifications listed on this examination announcement.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.
- Effective January 1, 2009, Government Code Section 18991 is enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Special Examination & Appointment (SEA) Program examinations, for which he/she meets the minimum qualifications. **Persons applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of their DD214 with their Examination Application (STD. 678).**

State application and Statement of Qualifications must be received or postmarked by the final file date of **January 5, 2012**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation  
ATTN: Kelly Albrecht (11MSP42)  
1727 30<sup>th</sup> Street, MS-90  
Sacramento, CA 95816**

**APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

Questions regarding this examination process should be directed to Kelly Albrecht at (916) 227-7512.

## **ELIGIBILITY INFORMATION**

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

## **REASONABLE ACCOMMODATION**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TTY users may contact the California Relay Service TTY line at 1-800-735-2929, the Voice line at 1-800-735-2922, or the Exams TTY line at (916) 227-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858 or TTY (916) 227-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.